

Quarterly Project Brief Template

TM-SPTO-02 V1.0
April 2, 2002

Introduction

The purpose of this brief is to provide information on the details of your project.

This package serves as both a recommended format and a guide to facilitate developing the brief.

Guidance is contained in the 'Notes' section of each slide.

This briefing carries its own configuration number which is listed on the first slide and is also Appendix G to the Software Measurement Plan Template as indicated by the header in the top right corner.

Required Presentation Content

Slide #	Issues	Core Measurement	Data Source	Report Format
1	Project Identification	Project Introduction	Software Project Manager	Text
2	Schedule	Actual dates vs planned dates	Microsoft Project Plan	Gantt
3	Cost	Actual \$ expended vs \$ planned	Microsoft Project Plan	Line Graph
4	Size	Units/SLOC/Objects planned vs actual	CM Data Base	Line Graph
5	Product Quality	PCRs open vs closed	CM Data Base	Line Graph
6	Computer resource utilization	Planned vs actual loading data for memory, CPU, and I/O	CM Data Base	Bar Graph
7	Stability	Requirements Status	RM Data Base	Line Graph
8	Staffing	Actual staff size vs planned	SW Project Manager	Line Graph
9	Staff Training	Training requirements plan vs actual	SW Project Manager	Stop Light Chart
10	Programmatic Coordination	Quarterly and total to date of coordination meeting activity	SW Project Manager	Tabular
11	Software Quality Assurance	Software Quality Assurance activities completed within each LCS phase	SQA Manager and SW Project Manager	Stop Light Chart

XY Division (2xx)

PROJECT NAME

Status Date

One paragraph description of project operational context and/or objective.

Software Project Manager
<Name>

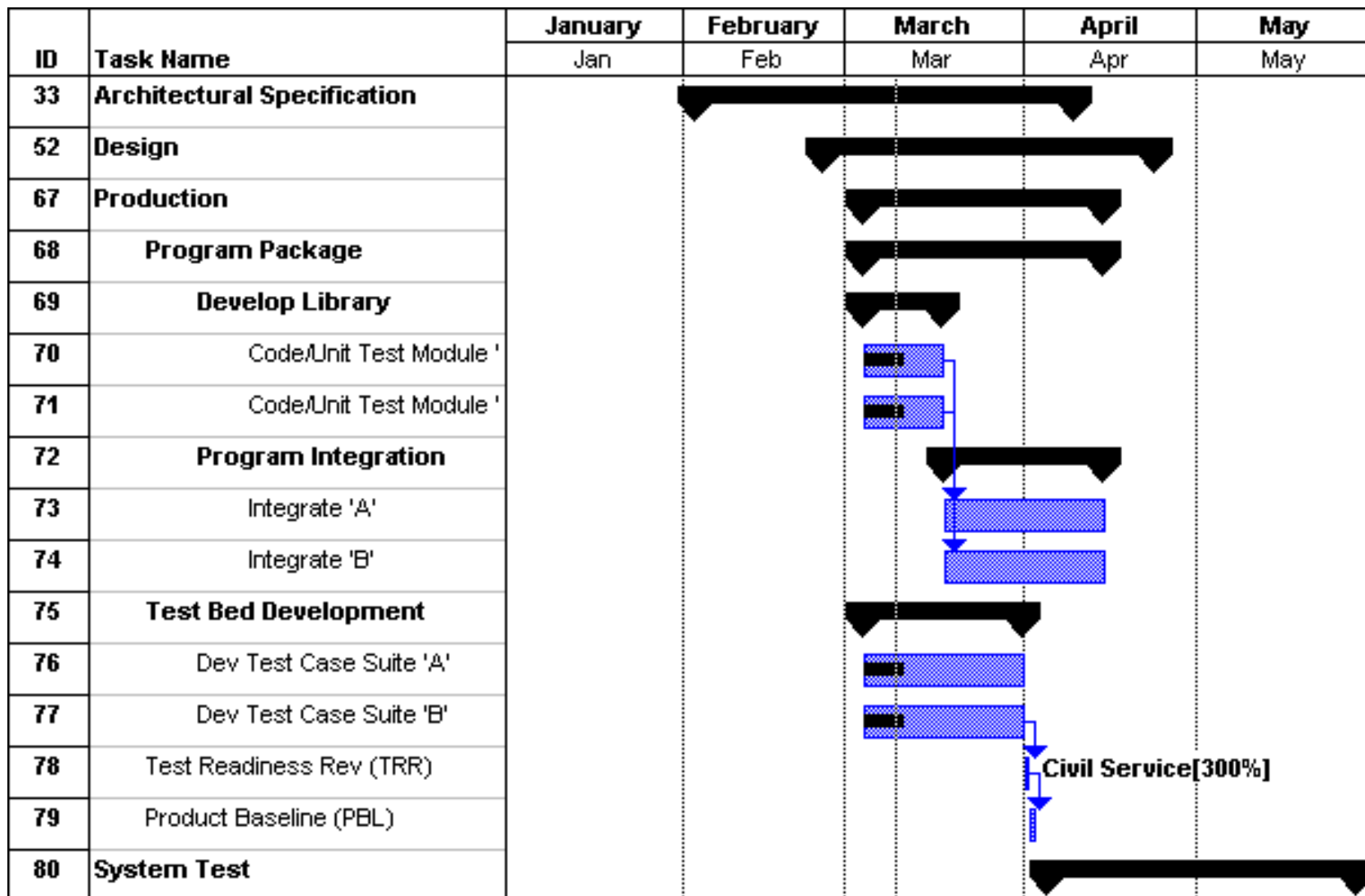
Development Team Lead
<Name>

Test Team Lead
<Name>

Staff Size: Civil Service <XX>
Contractors <XX>

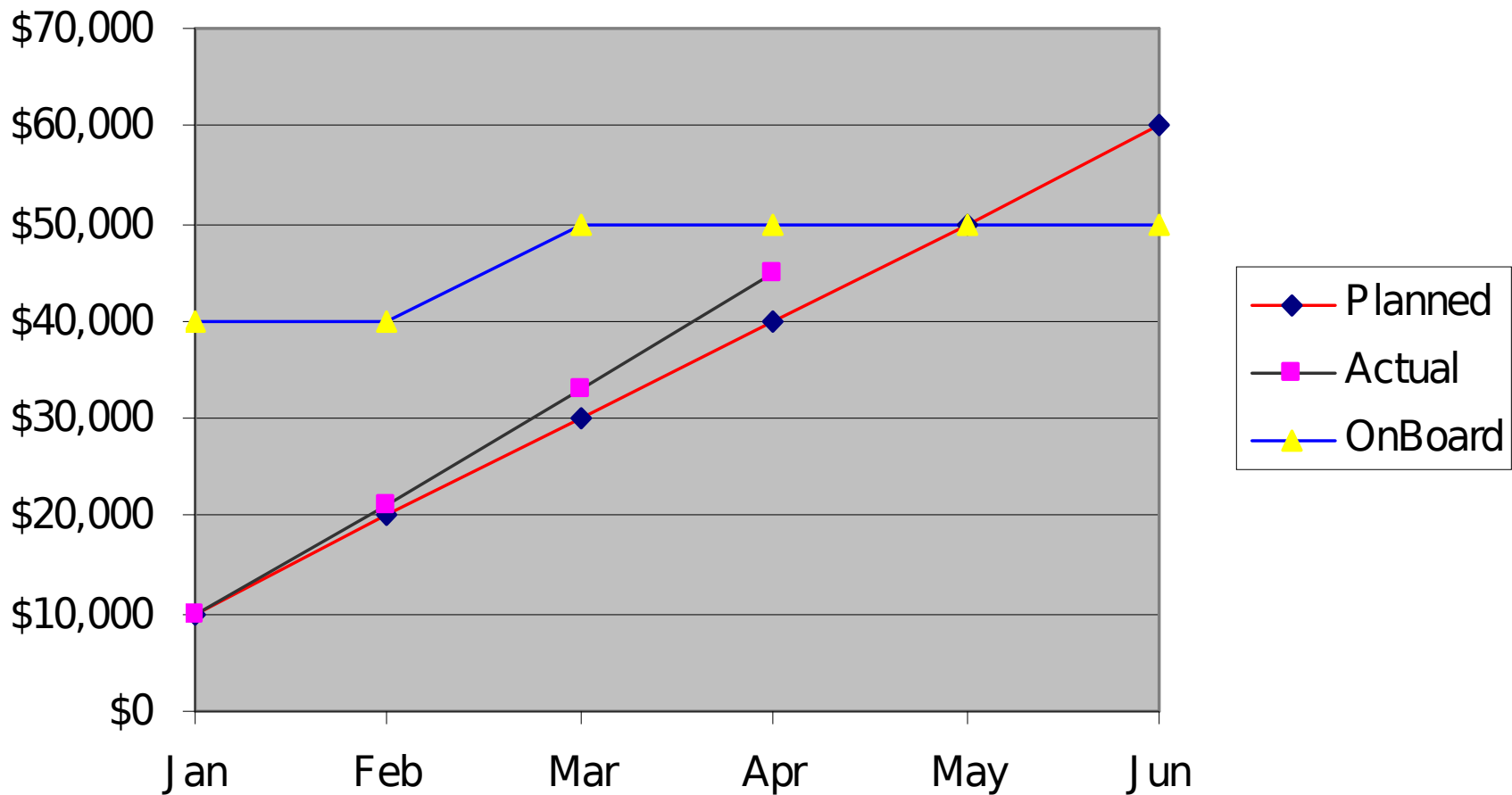


SCHEDULE

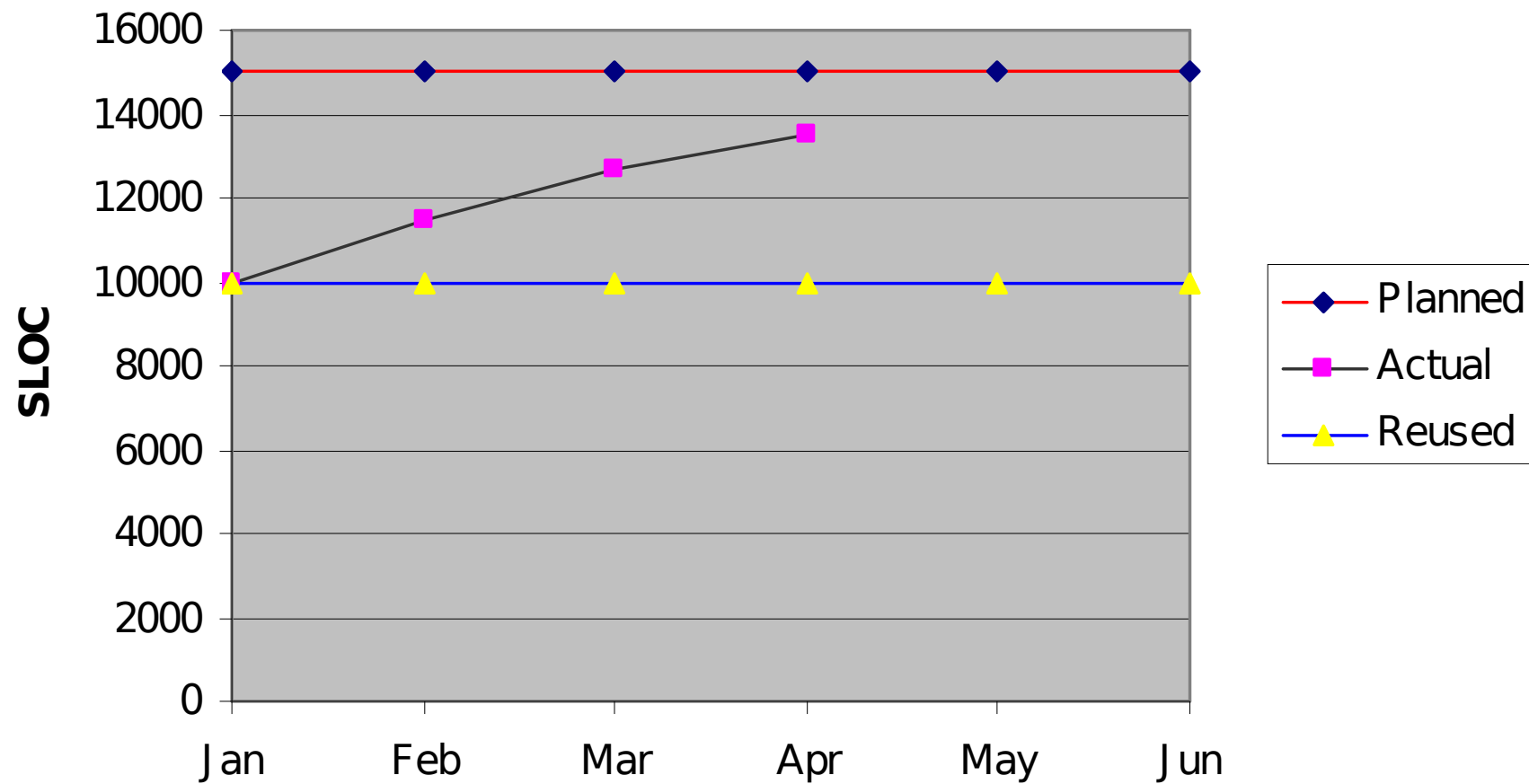




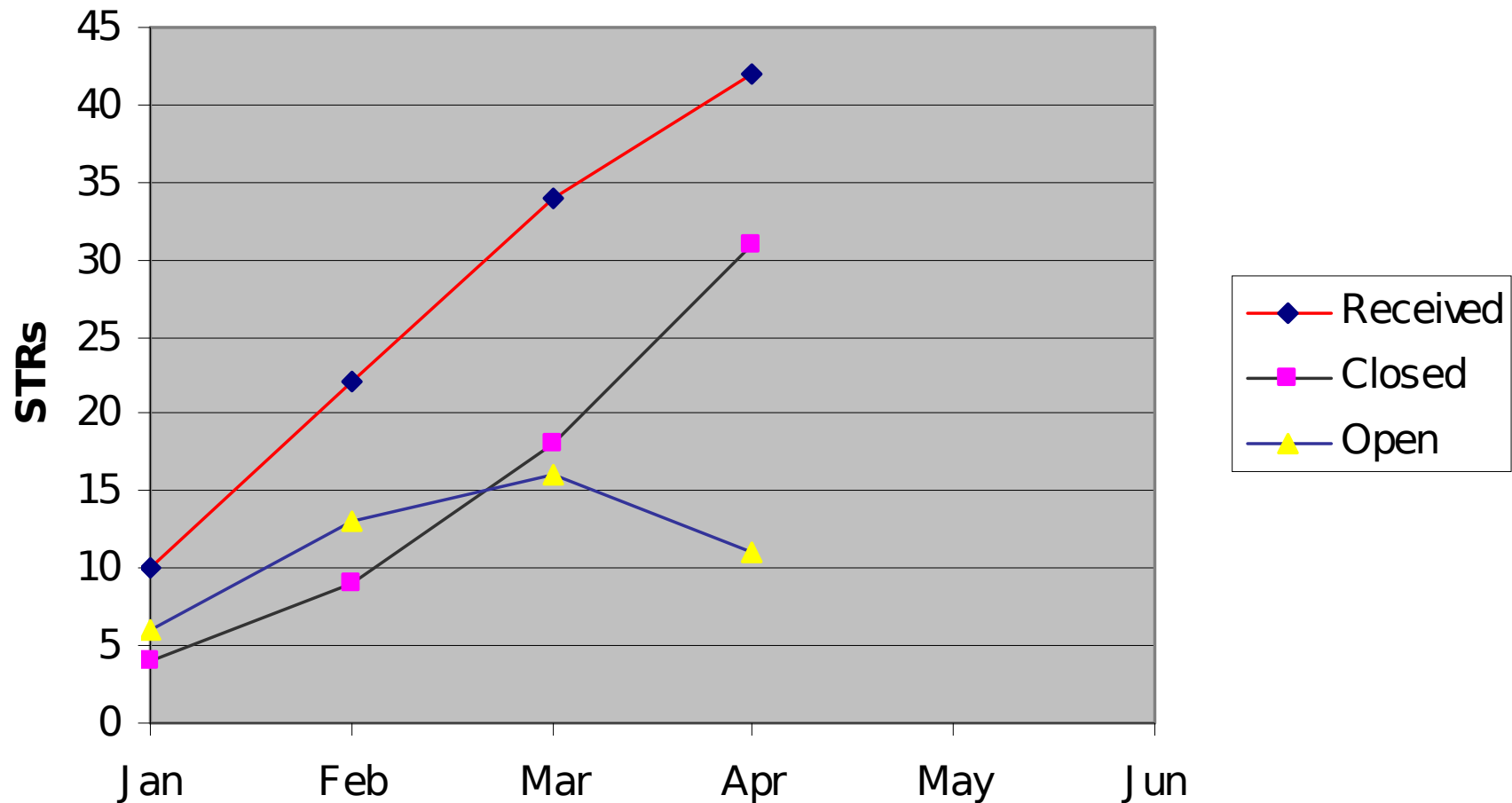
COSTS



SIZE

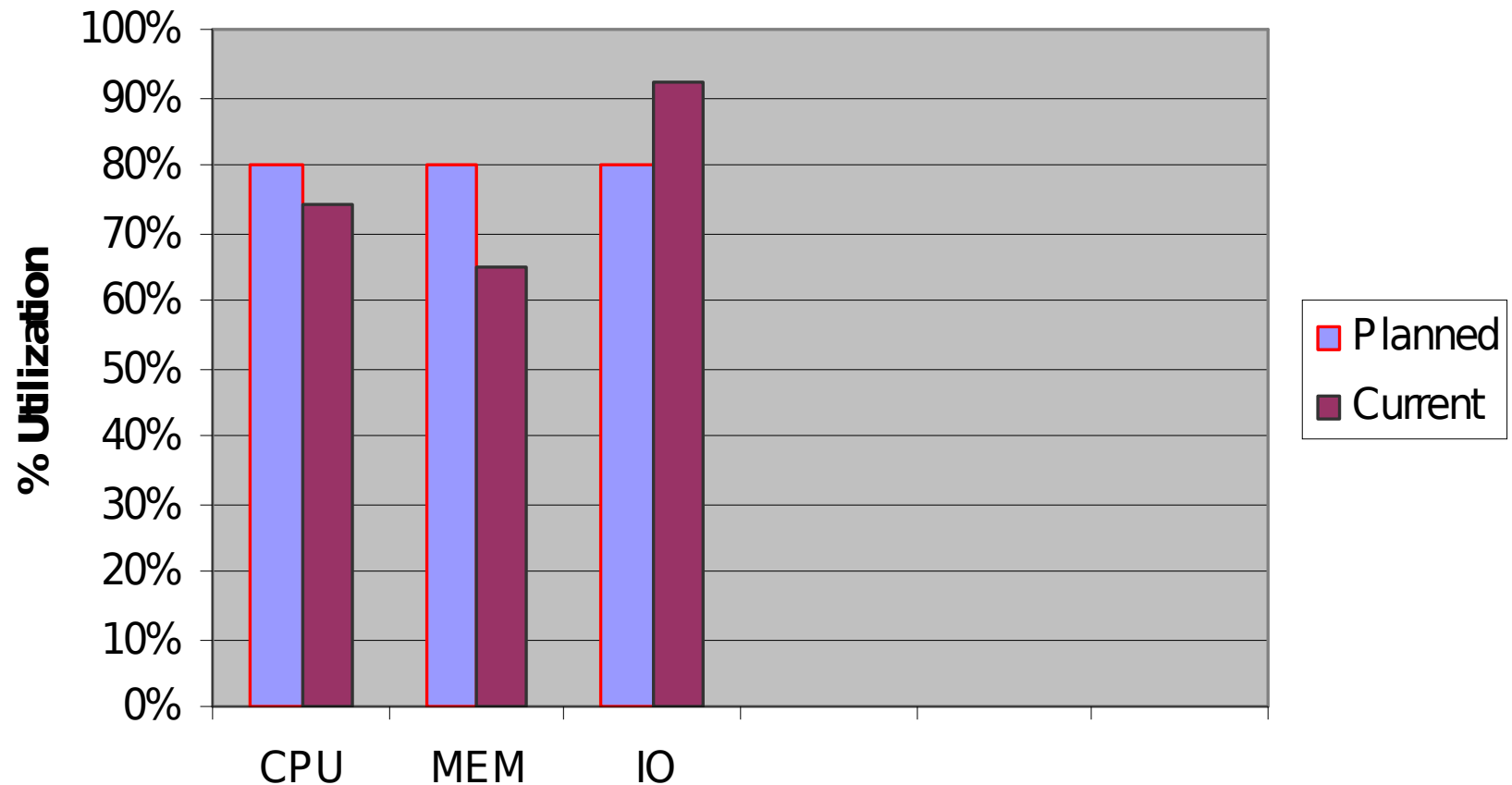


PRODUCT QUALITY

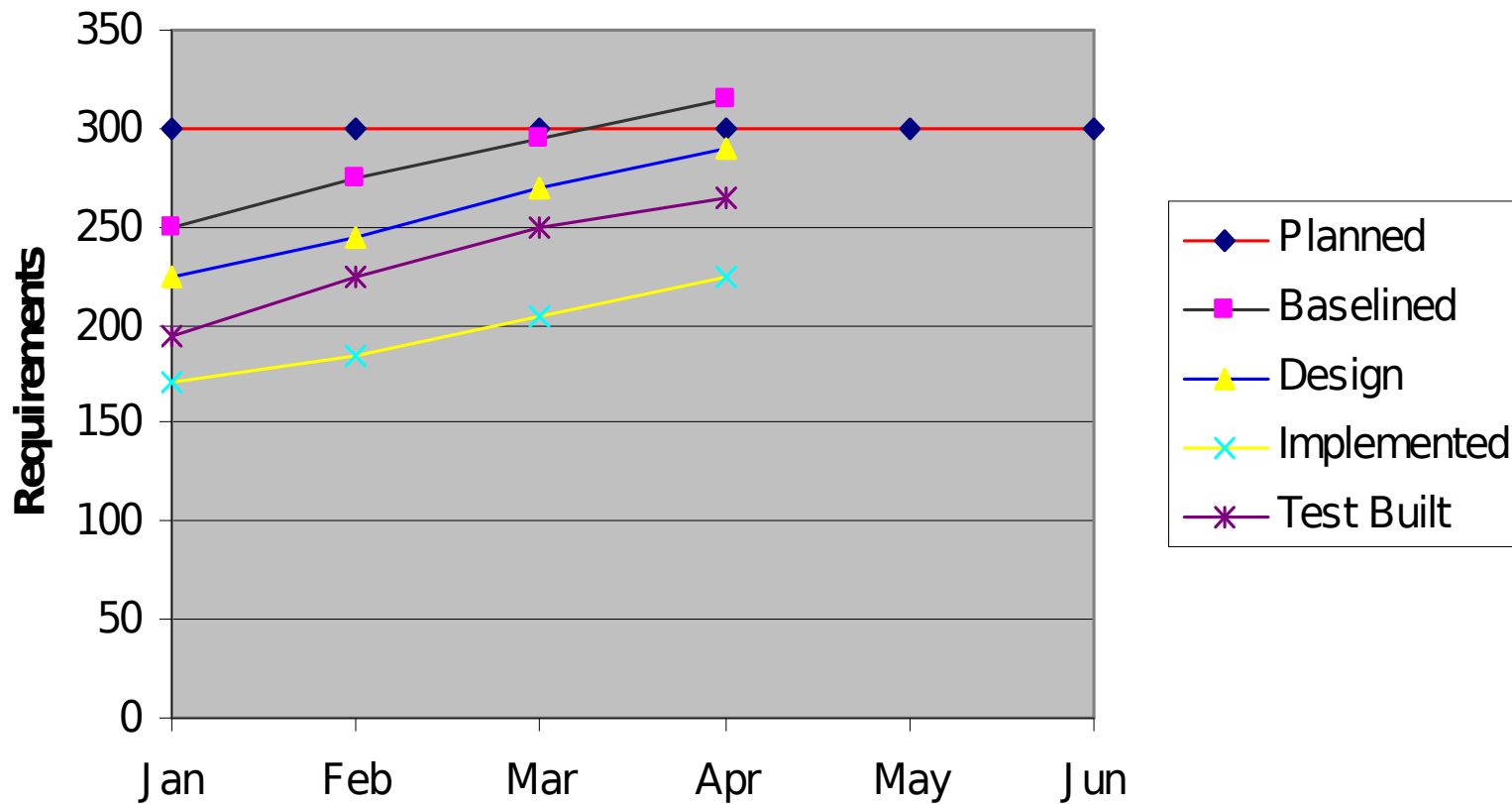




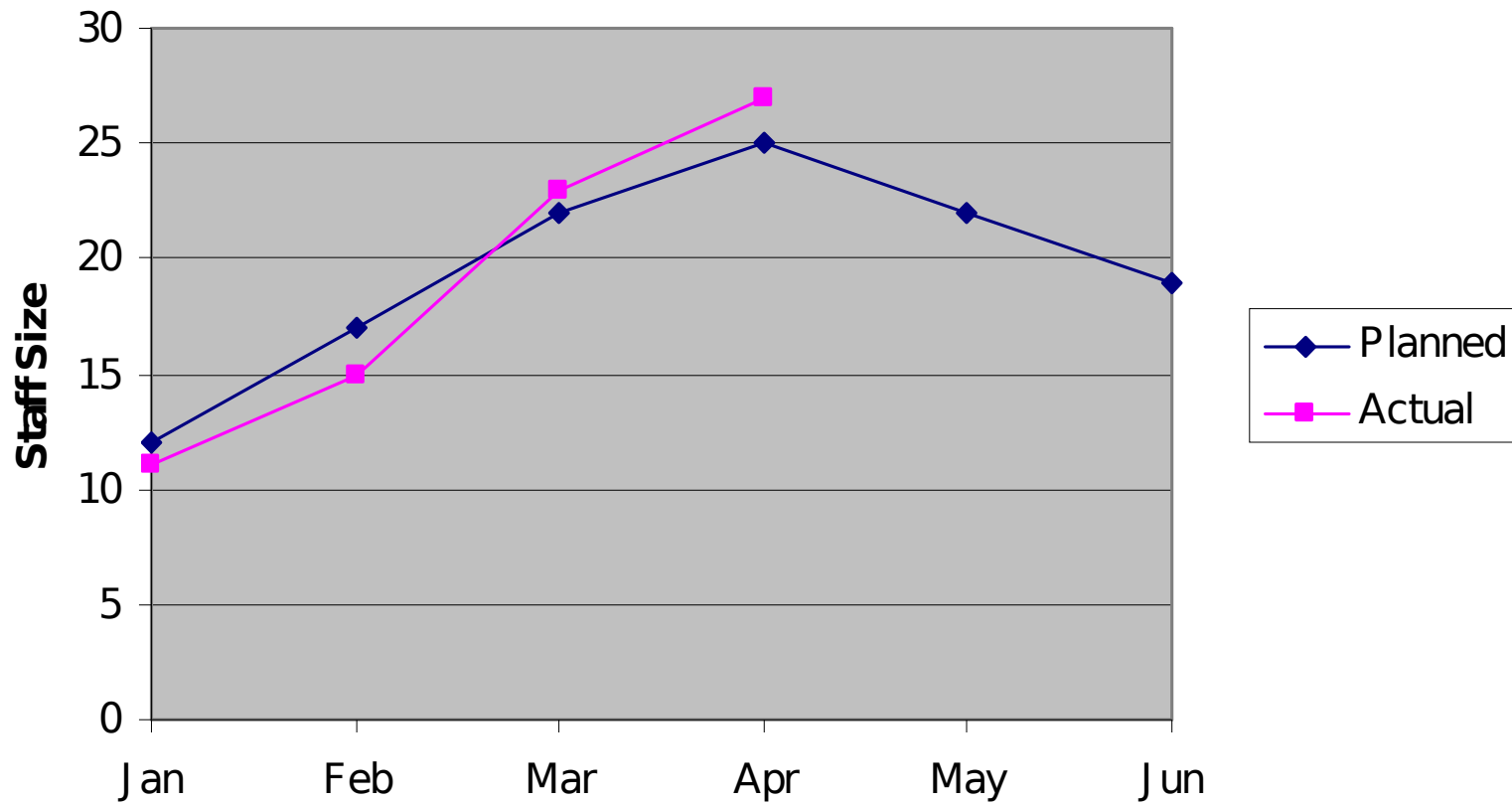
COMPUTER RESOURCE UTILIZATION



REQUIREMENTS STABILITY

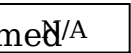


STAFFING



STAFF TRAINING

Course Category/ Name	SPM	SPIRIT/SME	Division Process	Project Overview	Project Orientation	Operational Trng	Programmer Orientation	CM Orientation	QA Orientation	Peer Reviews	D.O. Process	UML Training	JAVA Training
Project Lead	X	X	X	X	X	X		X	X	X	X	O	O
G. King													
Software Practitioners	O	X	X	X	X	X	X	X	X	X	O	X	X
M. Smith											NA		
B. Hamis											NA		
C. Allen											NA		
T. Paulus											NA		
Support	X	X	X	X	X	X	X	X	X	X	O	O	O
QA Engineer											NA		
Support	X	X	X	O	O	O	O	X	X	X	O	O	O
SPI Agent											NA		

Legen  Planned/Perform  Planned/To Be Performed  N/A  Not Planned

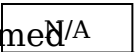
PROGRAMMATIC COORDINATION

Planned/ Type Quarter	Actuals/ Quarter	
CRWG	1	3
ICWG	0	
2		
SCCB	1	
4		
WGs/Coord		
Risk	1	



SOFTWARE QUALITY ASSURANCE

Phase Related SQA Activities	Status
SYSTEM REQUIREMENTS ANALYSIS/DESIGN PHASE	
Peer Review the Software Development Plan (SDP)	
Peer Review the Software Project Plan (SPP)	
Peer Review the Software Quality Assurance Plan (SQAP)	
Peer Review the Software Configuration Management Plan (SCMP)	
Peer Review the Software Development Library CM (SDL CM) Procedure	
Audit Requirement Management Process	
Audit Software Project Planning Process	
Audit Software Product Engineering Process	
Audit Organization Process Focus Activities	
Audit Organization Process Definition Activities	
Audit Intergroup Coordination Process	
Audit Peer Review Process	
Audit CM records to ensure SDP, SPP, SQAP, SCMP, SDL CM are under change control	
SOFTWARE REQUIREMENT ANALYSIS PHASE	
Peer Review the Software Requirements Specification (SRS)	
Peer Review the Interface Requirements Specification (IRS)	N/A
Audit Software Product Engineering Process	
Audit Training Program Process	
Audit Integrated Software Management Process	
Audit Peer Review Process	
Audit CM records to ensure SRS, IRS are under change control	

Legen  Planned/Perform  Planned/To Be Performed  N/A  Not Planned

d:

SOFTWARE QUALITY ASSURANCE, Cont

Phase Related SQA Activities	Status
DESIGN PHASE	
Peer Review Software Design Document (SDD) (Design Memos)	
Peer Review Software Test Plan (STP)	N/A
Peer Review Software Test Description (STD)	
Audit Software Project Tracking and Oversight Process	
Audit Subcontractor Management Process	
Audit Software Product Engineering Process	
Audit Peer Review Process	
Audit selected Software Development Files (SDFs) for CSU integration and testing content	
Audit CM records to ensure SDD (Design Memos), STP, STD are placed under change control	
CODING AND CSU TEST PHASE	
Peer Review Code	
Peer Review Unit Test Plan (UTP)	
Audit Software Product Engineering Process	
Audit Code Review Process	
Audit selected SDFs for CSU test procedures and test results	
Audit Software Development Library (SDL) to ensure successfully tested CSU is under configuration control.	
Audit CM records to ensure UTP is placed under change control	

Legend: Planned/Perform Planned/To Be Performed N/A Not Planned

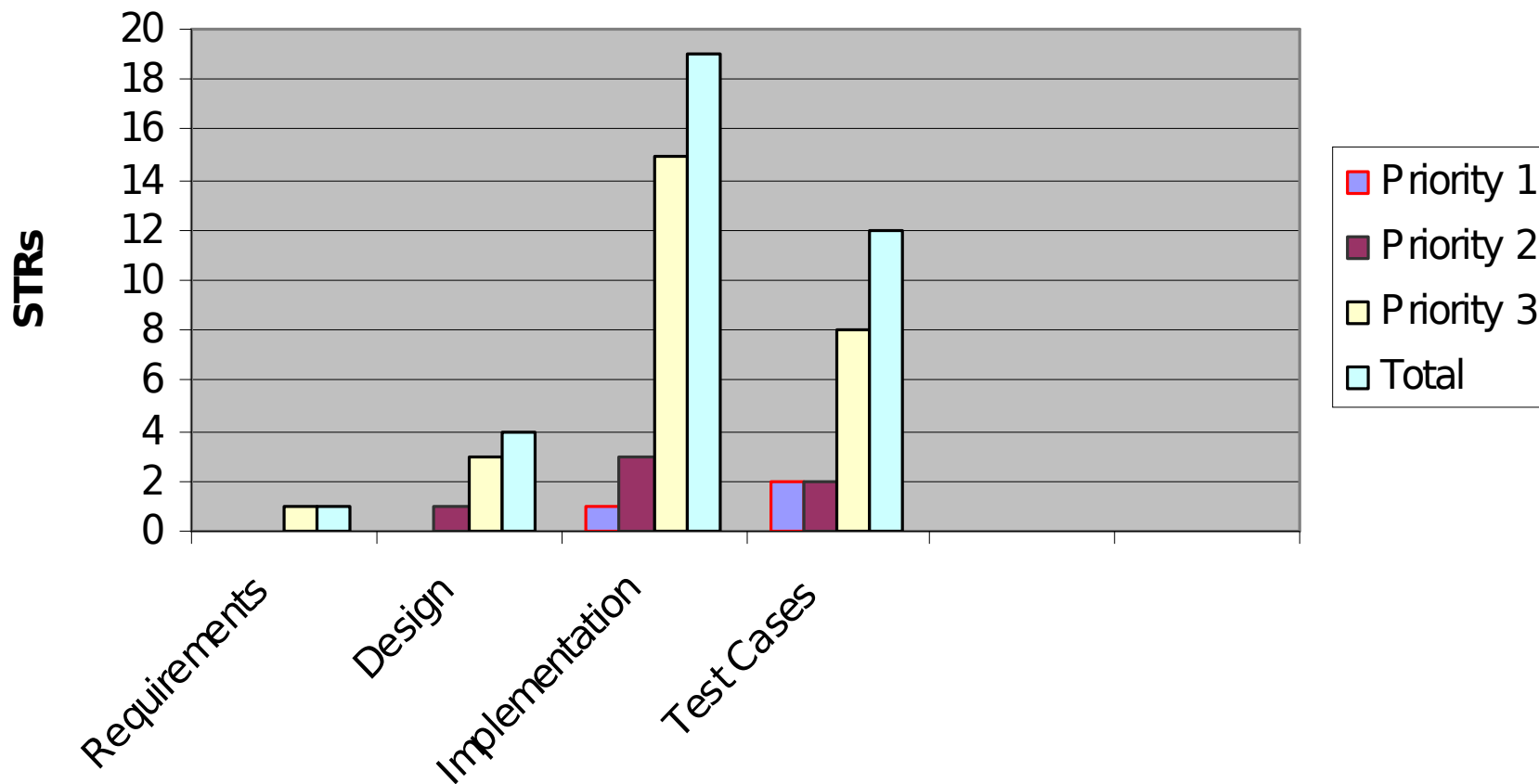
SOFTWARE QUALITY ASSURANCE, Cont

Phase Related SQA Activities	Status
CSCI INTEGRATION AND TEST PHASE	
Audit the Test Readiness Review (TRR)	
Audit Configuration Management Process	
Audit Software Product Engineering Process	
Audit CM records to ensure that all source code updates entered into the developmental configuration are based on approved change requests	
SYSTEM QUALIFICATION TEST PHASE	
Monitor System Qualification Test (SQT)	
Perform Functional Configuration Audit (FCA)	
Perform Physical Configuration Audit (PCA)	
Peer Review Software Test Report (STR)	
Peer Review Version Description Document (VDD)	
Peer Review Software User Manual (SUM)	
Audit Software Product Engineering Process	
Audit CM records to ensure STR, VDD, SUM are placed under change control	

Legend: Planned/Perform Planned/To Be Performed N/A Not Planned

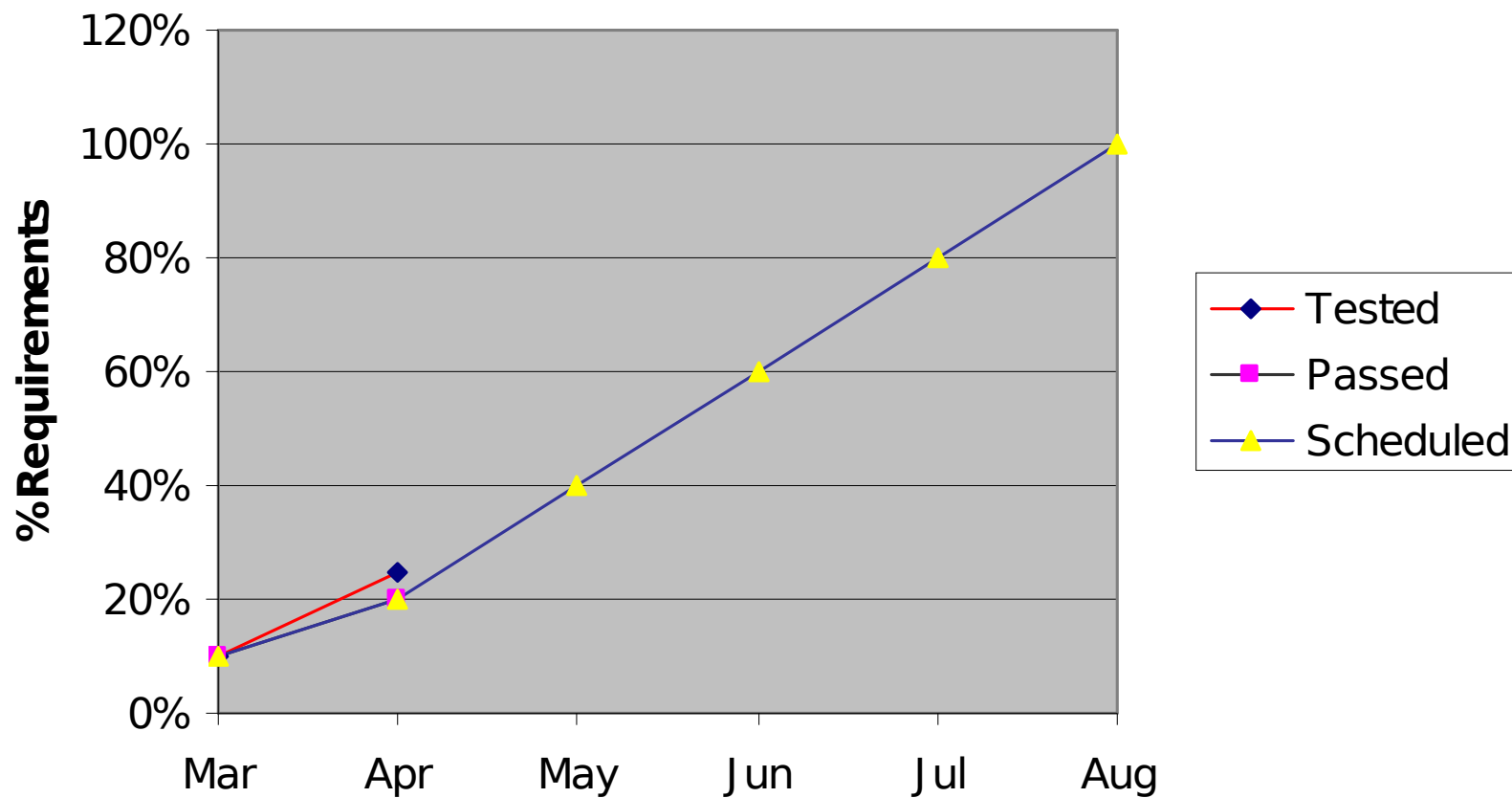
PRODUCT READINESS

(Fault Profile)

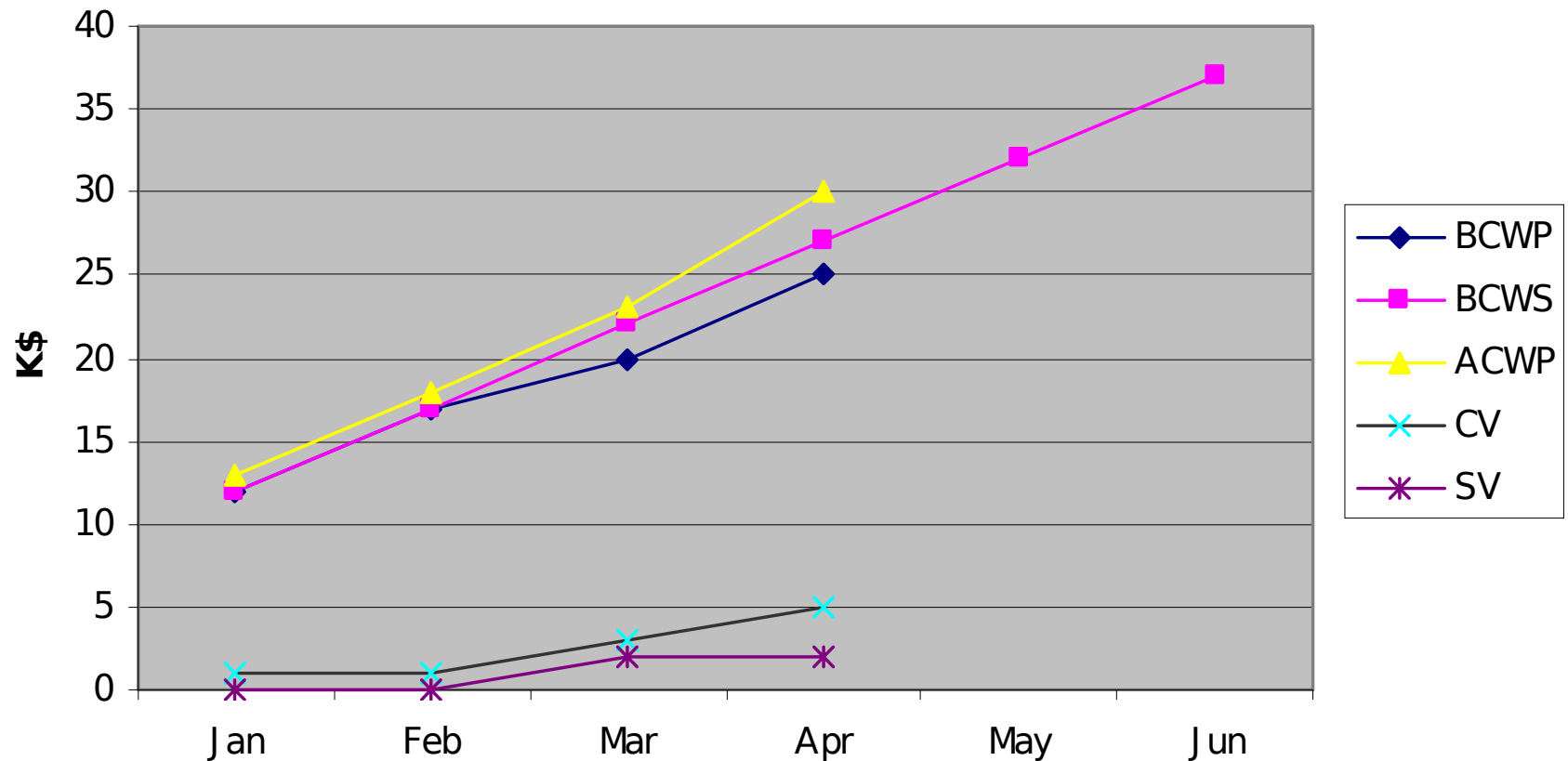


PRODUCT READINES

(Breadth of Testing)



COST/SCHEDULE PERFORMANCE



ISSUES

- Issue # 1
- Issue # 2